



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
SCHOOL FINANCE SECTION  
DIVISION OF ADMINISTRATIVE AND FINANCIAL SERVICES  
P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

## REQUEST FOR ONE-TIME REVISION OF CERTIFICATED SALARY BASE YEAR PERCENTAGE

**District Name** \_\_\_\_\_ **County-District Code** \_\_\_\_\_ **Subject Year** \_\_\_\_\_

To request a change to the base year percentage, a district must provide a detailed explanation on this form explaining why the base year percentage should be changed. Attach additional documentation as needed. Requests for a base year change will not be considered until full documentation has been received from the requesting district. Minimum required documentation concerning this request is as follows:

1. The base year percentage calculation for the previous ten (10) years based on the district Annual Secretary of the Board Report (ASBR) in order to provide a picture of the long-term effort provided by the district for certificated salaries. Remove the highest and lowest single year percentages and divide the remaining eight percentages by eight (8) to arrive at an average certificated salary percentage.
2. Specific reasons why the existing base (average of 1991-92 and 1992-93) percentage is no longer appropriate. Be very specific. Generalized observations cannot be used to support a request for base year revision.
3. A summary of the local board's process for determining expenditures, how the expenditures fit the goals of the district's Comprehensive School Improvement Plan, and the impact on the district's goals and students if the district is required to pay a penalty due to noncompliance with certificated salary requirements.
4. Evidence, methods described below, of notification of the district's certificated staff of the district's intent to request a revision to the base year certificated salary percentage. The State Board shall consider comments from the certificated staff when reviewing the revision request.

A district requesting a One-Time Revision of Base Year Percentage must notify certificated staff of its intent by one of the following methods. Indicate how this notification was provided and enclose a copy of the notification.

- \_\_\_\_ A letter was provided to the president of each local teacher organization.  
 \_\_\_\_ A notice was posted in every teacher lounge in every building.  
 \_\_\_\_ A notice was placed in each certificated staff mailbox in the district's buildings.  
 \_\_\_\_ A notice was mailed to the home address of each certificated staff member.

SUPERINTENDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_